



# City of Broken Arrow

## Request for Action

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**File #: 17-2526, Version: 1**

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**Broken Arrow City Council  
Meeting of: 08-15-17**

**To: Mayor and City Council**  
**From: Finance Department**  
**Title:**

Consideration, discussion, and possible approval of and authorization to execute an Engagement Letter with Crawford & Associates, P.C. to conduct a “Best Practices” review of the City of Broken Arrow’s Finance Department

**Background:**

With the change of leadership in the Finance Department the City Manager has concluded that a “Best Practices” review of the Finance Department is essential to a prudent action management step. This is a common practice when a change in leadership has occurred. The City Manager’s objectives of the review include:

- Identify any potential issues in the way the City business is transacted before a problem develops.
- Determine the effectiveness of the City’s internal control policies and procedures and make recommendations.
- Identify specific operating policies and procedures that contribute to improved local government financial management and make recommendations.
- Review the current organizational structure and submit recommendations on any changes.

The City of Broken Arrow requested and received the attached proposal from Crawford and Associates, P.C. to complete this “Best Practices” review of the City of Broken Arrow’s Finance Department. Funding for this engagement is available in the General Government budgets of the General Fund and BAMA.

**Cost: \$30,000 - \$35,000**  
**Prepared By: Tom Cook Jr., Acting Finance Director**  
**Reviewed By: Legal Department**  
**Russell M. Gale, Assistant City Manager Administration**

**Approved By: Michael L. Spurgeon, City Manager**

**Attachments: Crawford & Associates, P.C. Engagement Letter**

**Recommendation:**

Approval of and Authorization to Execute an Engagement Letter with Crawford & Associates, P.C. to conduct a “Best Practices” review of the City of Broken Arrow’s Finance Department.